

BY ORDER OF THE COMMANDER
5 07AIR REFUELING WING

507AIR REFUELING WING 90-201

25 JUNE 2015



Special Management

**507TH AIR REFUELING WING
COMMANDER'S INSPECTION PROGRAM**

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RELEASABILITY: There are no releasability restrictions on this publication.

OPR: 507 ARW/IGI

Certified by: 507 ARW/CCO
(Lt Col Kimberly Howerton)

Supersedes: 507ARWGM90-02 507,
4 October 2014

Pages: 8

This Instruction implements *Air Force Policy Directive (AFPD) 90-2, Inspector General—The Inspection System* and *AFPD 16-7, Special Access Programs*. It provides policy for all inspections involving 507th Air Refueling Wing (ARW) units, processes, programs, or procedures irrespective of the inspecting organization. This publication complies with Federal Standard for Inspections and Evaluations established in the Inspector General Act of 1978 (5 U.S.C. Appendixes amended). Only this instruction establishes wing-wide Inspector General (IG) inspection requirements. Use AF Form 847, Recommendation for Change of Publication, for any suggested changes to this publication and e-mail to the OPR. Submit requests for waivers to the Publication OPR for non-tiered compliance items. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with (IAW) Air Force Manual (AFMAN) 33-363, Management of Records, and disposed of IAW Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS).

Chapter 1

MICT ROLES AND RESPONSIBILITIES

1.1. Reviewer. This MICT role will have read-only rights to self-assessments as well as permissions to run reports applicable to their units.

1.2. Unit Commander.

1.2.1. Unit Commanders have ultimate responsibility for the accuracy of MICT data.

1.2.2. Commanders will ensure their units accomplish required self-assessments according to the 507 ARW self-assessment schedule.

1.3. Inspector. This MICT role will be assigned to the 507 ARW Wing Inspection Team (WIT) and Wing IG. WIT members will be selected by their leadership and receive inspector training by the 507 ARW/IGI. After completion of training, WIT members will be certified by the Wing Commander. WIT members will be subject matter experts in their area. Inspectors have read-only rights to their applicable checklists. Inspectors will be responsible for the following:

1.3.1. Inspecting self-assessments.

1.3.2. Assisting unit administrators and assessors.

1.3.3. Validating Corrective Action Plans (CAPs).

1.4. Administrator. Administrators will manage assignments within MICT of personnel and checklists. Administrators should be full-time members (Air Reserve Technician or Civilian) with extensive knowledge of their respective unit's organization. Primary and alternate administrators will be appointed in writing by the Unit Commander. Administrators will be responsible for the following:

1.4.1. Keeping the unit MICT personnel database current at all times.

1.4.2. Ensuring that all required Administrative Baseline Checklists (ABCs) and functional checklists are tracked and assessed for each applicable area.

1.4.3. Ensuring 100% of tracked checklists have a primary and alternate POC assigned.

1.4.4. Processing and uploading approved waivers IAW *AFI 33-360*.

1.4.5. Reporting unit MICT statistics to 507 ARW/IGIM monthly.

1.5. Manager. The manager role is intended for senior leaders (e.g., Squadron Commanders and senior ARTs) who need oversight of their MICT unit programs, but do not have administrator permission and will not be performing administrative duties.

1.6. Assessor. This MICT role will be assigned to individuals performing self-assessments and completing inspection checklists. This should be the person in charge of the functional area or program. Assessors will be responsible for the following:

1.5.1. Ensuring each checklist they are assigned is current and required by both the Checklist Identification Management Tool (CIMT) and MICT.

- 1.5.2. Ensuring all checklist questions have comments in the assessment notes, to include “Yes,” “No” and “NOT APPLICABLE (N/A)” questions.
- 1.5.3. Ensuring that all virtually inspectable questions (marked document required) have been linked by URL to location on SharePoint, or directly uploading file in MICT.
- 1.5.4. Assigning proper Deficiency Severity IAW AFI 90-201.
- 1.5.5. Assigning proper Deficiency Cause Codes IAW AFI 90-201.
- 1.5.6. Contributing to corrective action plan development using the 8-Step Problem Solving process for any deficiency of “critical” or “significant”.
- 1.5.7. Developing a clear and concise observation description. The observation should accurately describe the nature of the problem/deficiency.
- 1.5.8. Ensuring all observations have an Estimated Completion Date assigned, have updated status notes **at least monthly**, are corrected and closed by the completion date; or requesting a waiver if an observation cannot be closed in 180 days.

Chapter 2

MICT TRAINING

2.1. MICT Training for Administrators, Inspectors, Assessors and Reviewers will be provided by the 507 ARW/IGMT.

2.2. Individuals in need of training will sign up for MICT courses on the 507ARW/IG SharePoint site or by calling the office directly.

Chapter 3

SELF-ASSESSMENTS

3.1. Units assigned in MICT under the 507 ARW will conduct applicable self-assessments continuously. After an initial assessment, the checklist should remain in “YES”, “NO”, or “NA”. Assessors will continually review line items and update comments and notes as changes occur. When updating a line item the assessor will “initiate assessment”, keep all answers except the changed line item(s), then end assessment by updating overall status to “YES” or “NO”. **At no time should an assessment be older than 6 months from last assessment.**

3.2. Assessor will upload required documentation for all items in MICT (as identified by the blue flag icon or in the question text), unless otherwise specified by MAJCOM Functional Managers and approved by the 507 ARW/IGI office. Documents **MUST NOT** contain classified or PII information. The Wing Commander has directed URL links to file storage in SharePoint or electronic records management system (ERMS) as the method for providing required documents. Contact 507 FSS/SCOK for help with ERMS access.

3.3. Assessors will thoroughly explain the question’s answer in the comment block.

3.4. All non-compliance issues should be identified as an observation while answering the MICT checklist questions. Once the non-compliance issue is corrected, then update the observation in MICT.

Chapter 4

THE CHECKLIST IDENTIFICATION MANAGEMENT TOOL (CIMT)

- 4.1. The CIMT is published by AFRC used to determine all checklists to be tracked. Locally, the CIMT is located on 507ARW/IGI SharePoint site.**
- 4.2. MICT functional areas will mirror functional areas defined by CIMT.**
- 4.3. Applicable ABCs must be tracked.**
- 4.4. Units will validate the wing CIMT to verify it accurately reflects tracked checklists and update as needed.**
- 4.5. Units will consult the AFRC functional area managers listed on the CIMT if unsure whether a checklist is applicable to them.**

Chapter 5

WORKCENTERS

- 5.1. Each unit will have required workcenters loaded in MICT as applicable.**
- 5.2. Unit administrators will load and monitor all workcenters for accuracy.**

BRIAN S. DAVIS, Colonel, USAFR
Commander

Attachment 1**GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

AFI 90-201, *The Air Force Inspection System*, 21 April 2015

Adopted Forms

AF Form 847, Recommendation for Change of Publication

Abbreviations and Acronyms

ABCs—Administrative Baseline Checklists

AFRIMS—Air Force Records Information Management System

AFPD—Air Force Policy Directive

CAPS—Corrective Action Plans

CCIP—Commander's Inspection Program

CIMT—Checklist Identification Management Tool

DRU—Direct Reporting Unit

FOA—Field Operating Agency

MICT—Management Internal Control Toolset

RDS—Records Disposition Schedule

WIT—Wing Inspection Team

Terms

Wing Inspection Team (WIT)—Refers to a team of subject matter experts that augment the Inspector General staff while executing a CCIP. For clarity, the term “Wing Inspection Team” will be used even when the unit is a Wing-equivalent, DRU, or FOA. Duty assignment to the WIT is normally an additional duty.